

MUNICIPAL CLERK'S OPEN RECORDS REQUEST

Name: _____

Address: _____

Phone Number: _____

Date: _____

Specific records requested:

Request received by: _____

Request processed by: _____

Date available for pick up: _____

Date given to requestor: _____

Cost: _____

Paid: _____

Richarda Duffy Momsen, City Clerk

2 Civic Center Plaza, El Paso, TX 79901

Telephone: (915) 541-4127

Fax: (915) 541-4306

E-mail: [City Clerk@ci.el-paso.tx.us](mailto:CityClerk@ci.el-paso.tx.us)